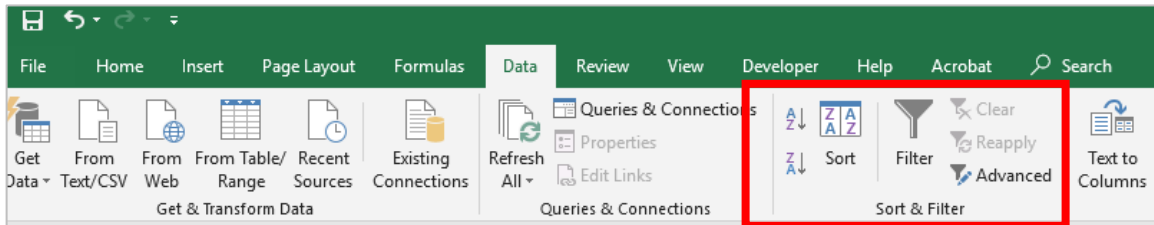**SchooLink Monthly Communication Log**
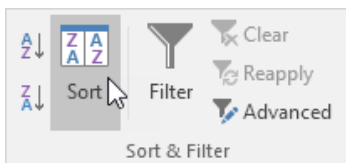
Sorting Data in Microsoft Excel

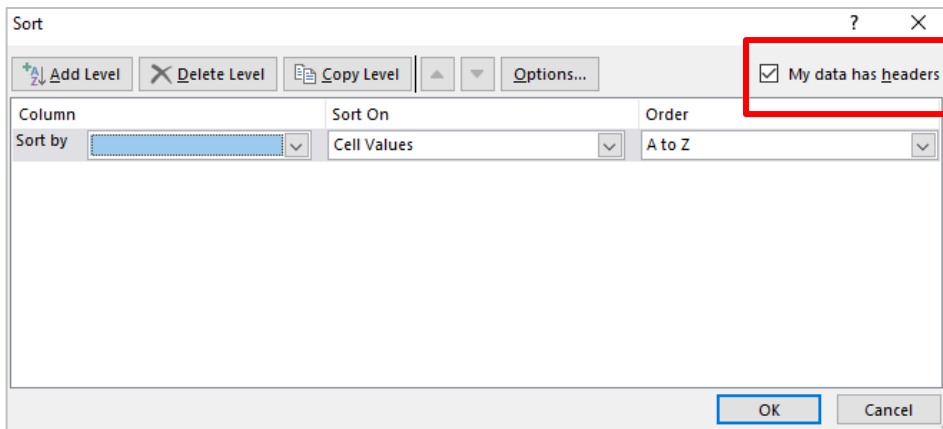**To sort one column, complete the following steps:**

1. Highlight the whole spreadsheet.

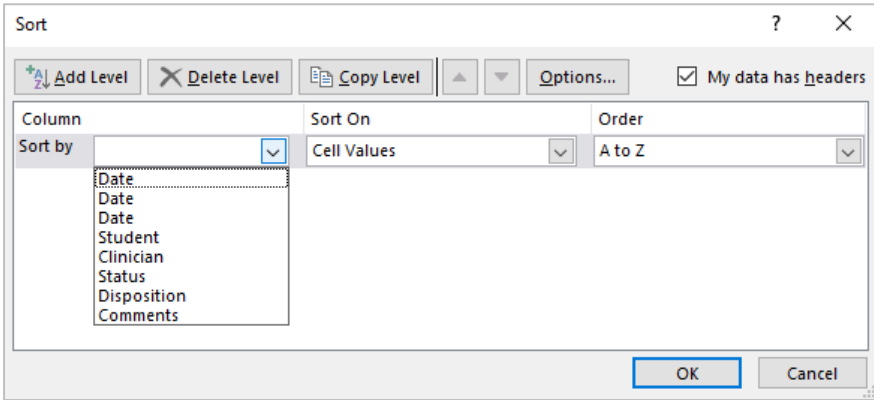2. Go to the Data tab, Sort & Filter group.

3. On the Data tab, in the Sort & Filter group, click Sort.

The Sort dialog box appears. Make sure 'My data has headers' box is checked.

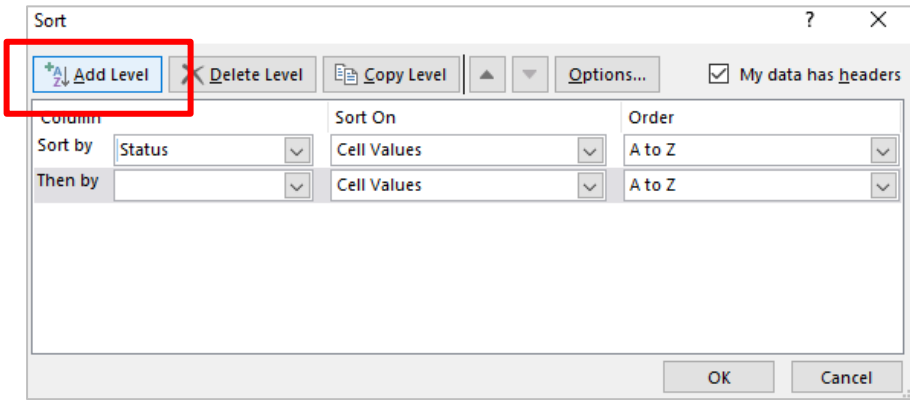4. Select 'Sort by' drop-down list to select the column you want to sort. Click OK.

Example: Sort by Status

Before	After
Status	**Status**
Closed	Closed
Closed	Closed
Open	Closed
Closed	Open
Open	Open
Pending	Open
Open	Open
Closed	Open
Pending	Pending
Pending	Pending

To sort multiple columns, add the following steps:

5. In the Sort dialog box, select from the 'Sort by' drop-down list the first column you want to sort.

6. Click on Add Level.

7. 'Then by' row appears. Select 'Then by' drop-down list for the second column to sort. Click Ok.

Example: Sort by Status & Clinician

Before			After	
Clinician	**Status**		**Clinician**	**Status**
Mary Robles	*Closed*		Cynthia Robertson	*Closed*
Mary Robles	*Closed*		*Mary Robles*	*Closed*
Cynthia Robertson	*Open*		Mary Robles	*Closed*
Mary Robles	*Closed*		Cynthia Robertson	*Open*
Cynthia Robertson	*Open*		Cynthia Robertson	*Open*
Cynthia Robertson	*Pending*		Cynthia Robertson	*Open*
Mary Robles	*Open*		Mary Robles	*Open*
Cynthia Robertson	*Closed*		Mary Robles	*Open*
Mary Robles	*Pending*		Mary Robles	*Pending*
Mary Robles	*Pending*		Mary Robles	*Pending*

The first column you choose should represent your primary sorting criteria because Excel will sort your data by the first column, and then sort the data within the first column categories for the second column and/or any additional columns.